

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES	ARCHIVES AND HISTORY
Application Date 8/20/82	Division of Public Health Vital Records Section Room 217-H 47 Trinity Ave. S.W. Atlanta, Ga. 30334	Application Number 74-406-A
Application Number 82-38		Date Received 7 1982 Date Completed OCT 25 1982
2. Person to Contact Mike Lavoie		Working Title Director
		Telephone Number 656-4750
3. Action Requested		
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.		
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.		
c. <input checked="" type="checkbox"/> Amend Application No. 74-406 Check One: <input checked="" type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void		
4. Dates of Series	5. Records Series Title (followed by title used in office; if different)	
Earliest 1919	Latest continuing	
Marriage Application and License Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?		
<p>The Division of Public Health, through the leadership of the Director, is responsible for the administration, direction, and coordination of the public health programs throughout Georgia. This is accomplished by the establishment of health standards for business, housing and field operations; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; the monitoring of supplies of drinking water; and the daily State-wide program of registration, statistical coding, certification, preservation of certificates for births, marriages, divorces, annulments of marriages, and deaths that occur each year in the State.</p> <p>The Vital Records Section has the responsibility to provide services for the registration, statistical coding, certification, and preservation of records of birth, death, fetal death, marriage, divorce, annulments of marriage, adoptions, and legitimation of births which occur each year within the State.</p>		
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.		
Documents relating to: marriage applications and licenses issued in Georgia.		
Included are: Form 3905 (Application for Marriage License) in duplicate for county and State; Form 3906 (Marriage License) in triplicate, for county, State, and individual.		
The file is arranged : alphabetically by county each month, and indexed alphabetically by name of groom, cross referenced by name of bride. Each year an alphabetical index is output on microfiche.		
8. Monthly Reference Rate How often are records referred to which are:		
One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?		
9. Annual Rate of Accumulation or Records		
Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____		

YES NO 10. Questionnaire (Place an "X" in the proper column)

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Code Annotated, Part 2, Section 2, Title 31, Chapter 10, #31-10-25
X	c. Is this a vital record? Ga. Code Ann., Part 2, Section 2, Title 31, Chapter 10-31-10-1 (17)
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Copies sent to Local Custodians of Vital Records in each county
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

Ga. Code Ann., Title 31, Chapter 10, #31-10-25

a. State Law	<u>permanent</u> years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

(Certificate)-Cut off file at the end of each calendar year; hold in current files area 1 year; then retire to State Archives for permanent retention.

Maintenance instructions- Microfilm certificate file in duplicate each month, producing two original rolls.

(Monthly Microfilm File)-(1)Send one original to the National Center for Health Statistics, Dept. Health and Human Services. (Note; If this microfilm is returned destroy.) (2) Keep one original in Vital Records Office until obsolete, superceeded, or no longer needed for reference, then destroy.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Michael R. Lewis</i>	8-20-82	<i>Paul V. Murphy</i>	8/20/82
State Records Committee (Signature) Date			
State Auditor/Designee	<i>James W. Smith</i>	10-18-82	
Secretary of State/Designee	<i>Edward Aleldon</i>	10/14/82	
Attorney General/Designee	<i>Ed Rogers</i>	10-20-82	

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

or authorized reproductions shall be surrendered to the department when so ordered.

✓ 31-10-25. (a) To protect the integrity of vital records, to ensure their proper use, and to ensure the efficient and proper administration of the system of vital records, it shall be unlawful for any person to permit inspection of, or to disclose information contained in vital records or to copy or issue a copy of all or part of any such record except as authorized by this chapter and by regulation or by order of a court of competent jurisdiction. Regulations adopted under this Code section shall provide for adequate standards of security and confidentiality of vital records. The provisions of this subsection shall not apply to court records or indexes of marriage licenses, divorces, and annulments of marriages filed as provided by law.

(b) The department shall authorize by regulation the disclosure of information contained in vital records for research purposes.

(c) Appeals from decisions of custodians of vital records, as designated under authority of Code Section 31-10-6, who refuse to disclose information or to permit inspection or copying of records as prescribed by this Code section and regulations issued under this Code section shall be made to the state registrar whose decisions shall be binding upon such custodians.

(d) Information in vital records indicating that a birth occurred out of wedlock shall not be disclosed except as provided by regulation or upon the order of a court of competent jurisdiction.

(e) When 100 years have elapsed after the date of birth or 75 years have elapsed after the date of death or application for marriage, or divorce, dissolution of marriage, or annulment, the records of these events in the custody of the state registrar shall be transferred to the State Archives and such information shall be made available in accordance with regulations which shall provide for the continued safekeeping of the records.

(f) Official copies of records of deaths, applications for marriages and marriage certificates, divorces, dissolutions of marriages, and annulments located in the counties shall remain accessible to the public.

31-10-26. (a) In accordance with Code Section 31-10-25 of this chapter and the regulations adopted pursuant thereto:

(1) The state registrar or local custodian of vital records appointed by the state registrar to issue certified copies upon receipt of a written application shall issue a certified copy of a vital record in that registrar's or custodian's custody or abstract thereof to any applicant having a direct and tangible interest in

GEORGIA DEPARTMENT OF HUMAN RESOURCES
Department of Physical Health
Vital Records Unit

Appl.
No.

Description

Disposition

74-406

MARRIAGE APPLICATION AND LICENSE FILES - Documents relating to marriage applications and licenses issued in Georgia. Included are forms OAS (5)-5 (Application for Marriage License) in duplicate for county and state, and OAS (5)-6 (Marriage License) in triplicate for county, state, and individual. File is arranged alphabetically by county each month, and indexed alphabetically by name of groom, cross-referenced by name of bride. Each year an alphabetical index is printed by the computer.

Certificate file - cut off file at end of each calendar year; then hold in current files area 5 years; then retire to State Archives for permanent retention.

Microfilm certificate file in duplicate each month. Microfilm certificate file in duplicate (for preceding calendar year) each July following cut off.

Monthly microfilm file

(1) send one copy to National Center for Health Statistics, Department of Health Education, and Welfare. (Note: In the event this microfilm is returned, destroy). (2) Hold second copy in Vital Records Unit, destroy when annual microfilming is completed.

Annual microfilm file - (1) retire one copy to Archives for permanent retention. (2) keep one copy in Vital Records Office; destroy when obsolete, superseded, or no longer needed for reference.

Index - destroy monthly printout when updated copy is received; retain annual index for permanent use.

ends
4192

Records Retention Schedule

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Department of Physical Health
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Amends
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